

LOGIN

1.Employee

2. Admin

Employee

1. Junior

2.Manager

Junior Employee:-

1.DashBoard;-

Sidebar consisting of name and image and different pages link

1. By default profile page

2.Policy Page

3.Expense Page

3.Leave Page

4.Appraisal Page

5.Weekly Review Page

A. profile page:-

Name,

Email,

employeeId,

Address,

Contacts.

Managername

Option to edit details.

B.Policy Page:-

can download and read the policy

Checklist to make read and if read make the status already read and if want can read again

C.Expense Page :-

form to submit the expense to admin and respective manager both

Earlier submitted form and their status

D.Leave Page:-

form to submit the leave to admin and respective manager both

Showing all the previous submission and their status

E.Appraisal Page:- A template to submit the work done to specific manager

Showing all the form submitted
Filter option to see history

F.Review Page:- See All the Review given by Manager

Manager (Employee)

1.DashBoard: Sidebar consisting of name and image and different pages link

1. By default profile page
- 2.Policy Page
- 3.Expense Page
- 3.Leave Page
- 4.Appraisal Page
- 5.Weekly Review Page

1.Profile page:- all details

1. No of pendings leaves .expense,appraisals

2.Policy Page: similar like employee

3.Expense Page;- in this manager expense page employee expense request is also seen and manager can also approve have filter option to see via different category

4. Leave page similarly like expense page

5. Appraisal Page:- can see all the request submit by employee and approved reject by comment

6.weekly review page:-give review to employee and can also see previous review given
Fiter category

Admin

Dashboard: Sidebar consisting of name and image and different pages link

1. By default profile page
- 2.Policy Page
- 3.Expense Page
- 3.Leave Page
- 4.Appraisal Page
- 5.Weekly Review Page

1. No of pendings leaves .expense,appraisals

2. Policy Pages :- Can see already existing policies can edit this and add new policies which should reflect to all

3. Expense Page;- in this manager expense page employee expense request is also seen and manager can also approve have filter option to see via different category

4. Leave page similarly like expense page

5. Appraisal Page;- can see the appraisal done by all the manager to which employee like all the details

6. Weekly Review Page;- this is similar like above appraisal page

Models:-

1. User Model (Base for all users)

```
User {  
  _id: ObjectId  
  name: String  
  email: String (unique)  
  password: String (hashed)  
  role: String ('admin', 'manager', 'employee')  
  contact: String  
  address: String  
  profileImage: String (URL)  
  createdAt: Date  
  updatedAt: Date  
}
```

2. Employee Profile Model (Extends User)

```
EmployeeProfile {  
  _id: ObjectId  
  userId: ObjectId (ref: 'User')  
  employeeId: String (unique)  
  managerId: ObjectId (ref: 'User', null for admins)
```

```
department: String  
position: String ('junior', 'manager')  
joiningDate: Date  
}
```

3. Policy Model

```
Policy {  
  _id: ObjectId  
  title: String  
  description: String  
  fileUrl: String  
  version: Number  
  createdBy: ObjectId (ref: 'User')  
  createdAt: Date  
  updatedAt: Date  
}
```

4. Policy Acknowledgment

```
PolicyAck {  
  _id: ObjectId  
  policyId: ObjectId (ref: 'Policy')  
  userId: ObjectId (ref: 'User')  
  isRead: Boolean  
  readAt: Date  
}
```

5. Expense Model

```
Expense {  
  _id: ObjectId  
  userId: ObjectId (ref: 'User')
```

```
amount: Number  
description: String  
category: String  
receiptUrl: String  
status: String ('pending', 'approved', 'rejected')  
approvedBy: ObjectId (ref: 'User', null if pending)  
managerComment: String  
createdAt: Date  
updatedAt: Date  
}
```

6. Leave Model

```
Leave {  
  _id: ObjectId  
  userId: ObjectId (ref: 'User')  
  startDate: Date  
  endDate: Date  
  leaveType: String  
  reason: String  
  status: String ('pending', 'approved', 'rejected')  
  approvedBy: ObjectId (ref: 'User', null if pending)  
  managerComment: String  
  createdAt: Date  
  updatedAt: Date  
}
```

7.Appraisal Model

```
Appraisal {  
  _id: ObjectId  
  userId: ObjectId (ref: 'User')  
  managerId: ObjectId (ref: 'User')
```

```
period: String (e.g., 'Q1-2023')  
achievements: [String]  
improvements: [String]  
rating: Number  
status: String ('draft', 'submitted', 'reviewed')  
managerComment: String  
submittedAt: Date  
reviewedAt: Date  
}
```

8. *Weekly Review Model*

```
WeeklyReview {  
  _id: ObjectId  
  employeeId: ObjectId (ref: 'User')  
  managerId: ObjectId (ref: 'User')  
  weekStartDate: Date  
  weekEndDate: Date  
  accomplishments: [String]  
  feedback: String  
  rating: Number  
  createdAt: Date  
}
```